



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Adopt Resolution Approving Destruction of Certain Finance Department Records

MEETING DATE: May 5, 2004

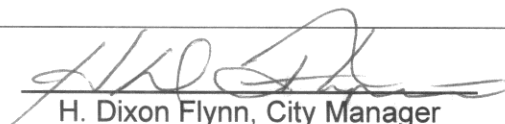
PREPARED BY: Finance Director

RECOMMENDED ACTION: That the City Council adopt resolution approving the destruction of the hereinafter-listed City of Lodi records.

BACKGROUND INFORMATION: In accordance with Government Code, section 34090, permission is requested to destroy the following obsolete City records:

- | | |
|---|------------|
| 1. Next Step/Leave Balances | 1999-2002 |
| 2. Daily Exception Timesheets | 1999-2002 |
| 3. Payroll Edit Registers | 1999-2002 |
| 4. Payroll Journal Detail | 1999-2002 |
| 5. Deferred Comp Payroll Deduction Reports | 1999-2002* |
| 6. Payroll Tax Summaries | 1999-2002* |
| 7. Payroll Integrity Reports | 1999-2002 |
| 8. Payroll Voucher Detail | 1999-2002* |
| 9. Payroll Check Registers | 1999-2002* |
| 10. Wage Attachment Report | 1999-2002* |
| 11. Farmers & Merchants Bank & B of A Bank Statements | 1999-2002 |
| 12. ICS, ICA Activity | 1999-2002 |
| 13. Purchase Orders | 1999-2002 |
| 14. Accounts Payable Final Post | 1999-2002 |
| 15. Accounts Payable Payment Register | 1999-2002 |
| 16. Accounts Payable Payment Group | 1999-2002 |
| 17. Accounts Payable Cash Requirements | 1999-2002 |
| 18. Accounts Payable Posting Edit | 1999-2002 |
| 19. Accounts Payable Edit | 1999-2002 |
| 20. Collector's Daily Reports | 1999-2002 |
| 21. Wire Transfers | 1999-2002 |
| 22. General Ledger | 1999-2002* |
| 23. Trial Balance | 1999-2002* |
| 24. Utility Customer Contracts (service orders) | 1997-1999 |
| 25. Utility Billing Registers | 1997-1999 |
| 26. Utility Billing Daily Audit Reports | 1997-1999 |
| 27. Utility Final Pages and Utility Billing Pages | 1997-1999 |
| 28. Window Receipts | 1997-1999 |

APPROVED:


H. Dixon Flynn, City Manager

29. Business Tax Applications	1997-1999
30. Cash Receipt Registers	1997-1999
31. Inactive Account Registers	1997-1999
32. Inactive Accounts in Arrears Registers	1997-1999

* Information is stored on-line

FUNDING: None


 Vicky McAthie, Finance Director


 Coriene J Wadlow
 Senior Accountant

VM/ns

RESOLUTION NO. 2004-88

A RESOLUTION OF THE LODI CITY
COUNCIL AUTHORIZING DESTRUCTION OF
CERTAIN RECORDS RETAINED BY THE
FINANCE DEPARTMENT

WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Finance Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: May 5, 2004

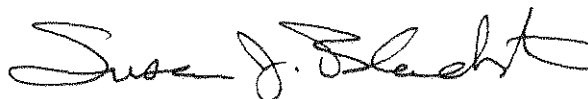
I hereby certify that Resolution No. 2004-88 was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 5, 2004, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hitchcock, Howard, Land, and Mayor Hansen

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

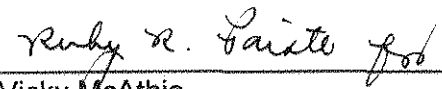
EXHIBIT A - DESTRUCTION OF RECORDS

INVENTORY OF CERTAIN RECORDS RETAINED BY THE LODI FINANCE DEPARTMENT REQUESTED TO BE DESTROYED PURSUANT TO GOVERNMENT CODE SECTION 34090 AS SHOWN BELOW:

1. Next Step/Leave Balances	1999-2002
2. Daily Exception Timesheets	1999-2002
3. Payroll Edit Registers	1999-2002
4. Payroll Journal Detail	1999-2002
5. Deferred Comp Payroll Deduction Reports	1999-2002*
6. Payroll Tax Summaries	1999-2002*
7. Payroll Integrity Reports	1999-2002
8. Payroll Voucher Detail	1999-2002*
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26. Utility Billing Daily Audit Reports	1997-1999
27. Utility Final Pages and Utility Billing Pages	1997-1999
28. Window Receipts	1997-1999
29. Business Tax Applications	1997-1999
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32. Inactive Accounts in Arrears Registers	1997-1999

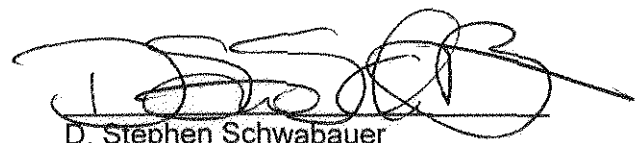
* Information is stored on-line.

Dated: 5/5/04


Vicky McAthie
Finance Director

APPROVED FOR DESTRUCTION

Dated: 4/29/04


D. Stephen Schwabauer
Interim City Attorney